

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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| Call to Order         | The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Phillips Lecture Hall located in Thomas Hall on March 17, 2014, at 5 p.m.   |
| Members Present       | Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, Carolyn Armstrong, Audrey Hines via SKYPE and Dr. Stephen Vacik  |
| Others Present        | Dr. Glenda Overstreet, Vice President Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Debbie Schwanke, Public Information Director; Douglass McDowall, IT Director; Jan Barnum; Brittany Kibel; Doug Johnson; Katera Harter; Carrie Bredemeier; Kortney Bredemeier; Jessica Koeppe; Seth Bredemeier; Clair Schrock; Jon Starns; Beth Fenton; Cathrin Hawk; Relda Galli; Andy Sonneborn; Amanda Ostmeyer; Jordan Ostmeyer; Isabella Ostmeyer; Addison Ostmeyer; Shannon Morgan; Rod and Shelly Rodenbeck; Amanda Wolf; Akaylah Trundle; Virginia Trundle; Shea Baird; Shellie Intermill; Tara Schroer; Caleb Carter; Kirsten Bandy; Savanna Sullivan; Brittney Squire; Nick Wells; Marissa Bland; Stella Ziegelmeier; Dwayne Plumisto; Linda Franklin; Judy Kennedy; Barry Kaaz; Chriss Ellison; Jane McDougal; Sarah Borneman; Penny Cline; Ariel Severson; Mike Halbleib; Pat Erickson; Brad Bennett; Bob Selby; Miles Ladenburger; Linda Ladenburger; Ryan Gausman; Charles Keefer; Shanda Mattix; Sandy Johnson; Marshall Rhea; J. Rhea; Stan Strange; Caleb Mattix; Margaret Kummer; Sue Draper; Dr. Shad Clymer; Elsie Rietcheck; Marie Skolout; J.C. Carter; Savannah Isely; Nina Isely; Kassie Spaulding; Dr. Jennifer Martin; Susan McLemore; Daniel O'Brien; Kevan Trenkle; Pete Ziegelmeier II; Aaron M. Horinek; Jade Kruse; Kaylee Smith; Taylor Bunch; Lynn Stover; Clint Milliman; Stephen Cornett; Lisa Stithem; Catelin Isely; Jeter Arfilsy; Kenneth F. Poland; Toni Belshe; Austin Franz; Collen Maison; Jeanie Quist; Daniel Blake; Daniel Poland and Sam Dieter, <i>Colby Free Press</i> . Lisa Failla recorded the minutes of the meeting. |
| Call Meeting to Order | Board Chairman Arlen Leiker called the meeting of the Colby Community College Board of Trustees to order at 5 p.m.   |
| Introductions         | Dr. Vacik welcomed the attendees.  |
| Oath of Office        | Lisa Failla administered the Trustee Oath of Office to Carolyn Armstrong.  |
| Consent Agenda        | Linda Vaughn made a motion to approve the consent agenda including minutes from the February 18, 2014 Board meeting; February 25, 2014 Special Board meeting; March 10, 2014 Special Board meeting; agreements; contracts; and Resolution No. 9 payment of claims. Carolyn Armstrong seconded the motion. The motion passed unanimously.   |
| Foundation Report     | Foundation Executive Director Nick Wells reported the Pat Embree Trust funds are invested in bonds. When the bonds reach maturity they will be cashed and the proceeds distributed to the College. Wells indicated he is willing to assist with raising money for use at the College farm. Wells stated that Endowment Foundation Board members discussed converting to  |

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the Generally Accepted Accounting Principles (GAAP) system at the organization's previous meeting. Wells indicated the Foundation will move ahead to solicit bids for the process which may cost between \$60,000-\$100,000. Wells told the group that the Foundation will do what is needed to ensure the organization's accounting records are in compliance with regulations including the use of GAAP methods for the annual audit. Following discussion regarding the GAAP requirement, Dr. Vacik told the group that the GAAP requirement is a Department of Education mandate.

## Administrative Reports *Dr. George McNulty*

Dr. McNulty reported that 817 applications have been processed to date for fall 2014. In addition, 359 potential students have visited campus and 52 new students have responded that they will be attending pre-enrollment day on April 11. [See Student Services report attached.]

## *Greg Nichols*

Greg Nichols reported the Performance Agreement from 2011-13 is included in his report and encouraged Trustees to review it. Following a question from Arlen Leiker regarding a decrease in Allied Health numbers, Nichols explained the decrease was mainly due to the CNA program low enrollment numbers. In addition, Nichols explained that in previous year's enrollment had significantly increased. One example was the approximately 1,000 percent increase in online enrollments. Although these significant increases are good for the College, it makes it more difficult to match the following year(s). Nichols explained that each year there are different indicators. [See attached report regarding Academic Affairs.]

## *Dr. Glenda Overstreet*

Dr. Overstreet reported budget preparation for the 2014-15 fiscal year is progressing in the Business Affairs Office. A process implementing internal controls has been established to address the recent audit findings. An internal audit will be conducted on a semi-annual basis. Dr. Overstreet is currently meeting with individual department managers regarding those findings and discussing solutions to be implemented. Linda Vaughn inquired about the Reserve Fund establishment. Dr. Overstreet reported the fund has been created and the procedure is underway for the electronic transfer process. Fifty thousand dollars is the projected amount to be transferred each month into the Reserve Fund. [See attached report regarding Business Affairs.]

## *Dr. Xuemei Yang*

Dr. Yang reported she is currently working on the IPEDS spring collection report. There are two major reports for the state of Kansas. This year CCC is participating in the Community Colleges Survey of Student's Engagement (CCSSE) in April. [See Institutional Effectiveness report attached.]

## *Ryan Sturdy*

Ryan Sturdy reported the baseball team swept Dodge City over the weekend picking up four wins. The wrestlers did well at Nationals along with the men's and women's track teams. [See Athletic report attached.]

## Budget Recommendations

Dr. Vacik addressed the attendees regarding the potential cost-cutting measures. These options were developed following conversations which occurred last year, program review this year, and some that were specifically brought to the attention of administration by either by the

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Trustees or members of the community. After explaining the process, Dr. Vacik offered his recommendations to the Board which included:

- *Elimination of the competitive Equestrian Team*--Dr. Vacik recommended that the Equestrian Team not be cut. He further explained that the Equestrian Team, in addition to the other programs, will have significant budget cuts.
- *Reorganization and reduction of nursing faculty positions*--Dr. Vacik reported that since the last Board meeting, two and a half positions (nursing instructors) have resigned. These positions will not be filled. He indicated that it may be necessary to eliminate one additional position.
- *Closure of the WaKeeney center*--Dr. Vacik recommended that the center be closed at the conclusion of the contract. He explained that the center did not meet the projected enrollment numbers. The College will continue to search for an alternative site to offer classes.
- *Reduce Vet Tech Online positions*--Vet Tech Director Dr. Jennifer Martin has submitted a proposal to extend the current grant. Because of the possibility of receiving the extension, Dr. Vacik asked the Board to table this option until a determination is received on the grant extension submittal.
- *Elimination of Cheer/Dance teams*--Dr. Vacik recommended to eliminate the Cheer/Dance teams. He requested that the College honor the participant's scholarships for the 2014-15 school year.
- *Elimination of Golf teams*--Dr. Vacik recommended to eliminate the golf teams. He requested that the College honor the athlete's scholarships for the 2014-15 school year.
- *Suspend Band Program*--Dr. Vacik recommended continuing the instructional music program and hiring a band director for the 2014-15 school year.
- *Increase Dental Hygiene/Nursing course fees*--Dr. Vacik told Board members that although these are both expensive programs, they are ones the College needs to support. Because of the significant additional costs associated with offering these programs, Dr. Vacik told members he will present a formal list of proposed course fee increases at the next Board meeting for approval. The increases will be approximately 20-25 percent.
- *Increase food service charges for students*--Dr. Vacik recommended increasing students' board costs by \$200 for the 2014-15 contract year.
- *Reduce cars within the CCC fleet*--Dr. Vacik recommended

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reducing the number of vehicles in the CCC fleet. Employees will be reimbursed for approved College travel when using personal vehicles. This recommendation will enable program/department usage to be tracked by the Business Office. Dr. Overstreet, Dr. McNulty, Mr. Nichols, representatives from the faculty, student services and athletics will meet as a committee to formulate an action plan for vehicle usage. It will be presented to the Board at a future meeting.

Dr. Vacik asked for questions regarding his recommendations. Carolyn Armstrong indicated her agreement with Dr. Vacik that cutting the vehicle fleet will better enable the college to track mileage costs back to a specific program. It will provide a more accurate accounting of the actual cost of programs.

Arlen Leiker asked Dr. Vacik to address the reasons for recommending the elimination of cheer, dance and golf.

Dr. Vacik responded that the loss of these programs would affect the least number of students and will save a significant amount of money. He also indicated there are only four women's and 10 men's golf teams in Kansas to compete against.

In addition, Dr. Vacik told the group that it is his understanding most of the Cheer/Dance squad members are recruited after they are already on campus—defeating the purpose of offering scholarships to entice additional enrollments. Although they are available to perform at home basketball games, there are relatively few opportunities for them to perform.

Kenton Krehbiel requested additional information regarding the savings if the teams are eliminated this year and scholarships honored for 2014-15. Dr. Vacik explained the Cheer and Dance budget is approximately \$16,000. Scholarships for the members amount to approximately \$15,000. Dr. Vacik explained that a savings of approximately \$20,000 would be realized for the next academic year.

Dale Herschberger asked how the budget breaks down if the teams do not travel. Dr. Vacik explained he would need to look at the detailed budget line item and could provide that figure at a later meeting if the Board desired. Dr. Vacik indicated that CCC does not have full golf teams. The maximum number is eight men and eight women. Ryan Sturdy indicated the College has full teams as far as competition is concerned (5 women and 4 men), but the College could add up to eight per team.

Linda Vaughn asked if the teams were recruited prior to the students being on campus. Sturdy explained the coaches do recruit. However, this year was difficult because the coaches were not sure their programs would be continued for 2013-14. He added that a few students who were already on campus did compete to help fill the teams. The golf team students do receive the maximum Jayhawk Athletic Conference scholarship—books and tuition.

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Linda Vaughn directed several questions to Equestrian Program Director Shanda Mattix. Mattix explained the scholarship process and the number of horses at the farm and how they are utilized. She told the group that each of the Ag coaches receive \$27,000 per year for scholarships. Mattix explained how the "on loan" horses are managed. Vaughn asked Mattix to explain the difference between the two horse programs. Mattix explained there are two degree options--Associate of Science: Equine Science which is a transfer degree and Associate of Applied Science: Horse Production and Management. This is typically a terminal degree. Students may continue their education at a four-year school. However, most of those students do not continue and enter the workforce.

Dr. Vacik requested that the Board approve his recommendations. Kenton Krehbiel asked if the Board could delay the vote. Dr. Vacik explained a first draft of the budget is planned to be completed by the end of March. He also asked if the yearly budget amount will remain the same. Dr. Vacik told the group that the College's plan is to decrease the budget.

Audrey Hines made a motion to have the owners of the horses pay half the cost of feed, etc. The motion died for lack of a second.

Kenton Krehbiel made a motion to approve Dr. Vacik's recommendations on the first page of the handout. Those recommendations are 1) Keep the Equestrian Team, 2) Reorganization and reduction of the nursing faculty positions, 3) Close the WaKeeney Center, and 4) Table the recommendation to reduce the Vet-Tech online positions until information is received on the grant proposal. Dale Herschberger seconded the motion; motion passed unanimously.

Golf Team Head Coach Miles Ladenburger addressed the Board of Trustees. He explained that the reason he does not have eight team members is due to the cost of travel, entry fees, etc. In addition, he explained that he is a part-time coach and it is difficult to recruit without an adequate budget. Ladenburger also told the group that the quality of his team members in terms of behavior and academics was excellent. The team members provide their own clubs. The College pays entry fees and travel costs.

A member of the Cheer and Dance Team also addressed the Board. She indicated they did hold tryouts and seven cheer members and three yell leaders were selected. She indicated the cost of the program was relatively low.

Carolyn Armstrong made a motion to eliminate the Cheer/Dance and Golf teams and proceed with hiring an instrumental music director. Linda Vaughn seconded the motion. Audrey Hines, Kenton Krehbiel and Dale Herschberger voted negative. Carolyn Armstrong, Linda Vaughn and Arlen Leiker voted affirmative. Motion failed due to a tie vote.

Carolyn Armstrong told the group that the College needs to make cuts in

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order to balance the budget. She indicated that the Trustees hire the President to make these type of recommendations because he/she has all the information, has researched the issues and understands the finances of the institution.

Linda Vaughn made a motion to approve the recommendation to increase the dental hygiene course fees, the nursing course fees, the food service costs for students, and the reduction of the CCC fleet. Audrey Hines seconded the mention; motion passed unanimously.

Marshall Rhea

Mr. Rhea thanked the Board for allowing the Friends of CCC Agriculture to address the Board. Clint Milliman read a prepared statement in support of the CCC Equestrian Team and other agriculture programs.

Recess

Chairman Arlen Leiker called for a 10 minute recess at 6:31 p.m.

Open Session

The Trustees reconvened in open session at 6:41 p.m.

Approval of Residence  
Hall Cost Increase

Dr. McNulty addressed the Board asking for approval of a \$150 per student residence hall increase for laundry. The machines will no longer be coin operated. Dale Herschberger made a motion to increase the residence hall fees by \$150/month per student. Kenton Krehbiel seconded; motion passed unanimously.

KACCT Leadership

Dr. Vacik explained the purpose of the Kansas Community College Leadership Institute. The program will provide leadership opportunities for Trustees once each quarter. It will also provide training for administrators who have aspirations to be a senior administrator or president. The participation fee is based on college full-time employees plus \$500. The majority of community colleges must join before the program will go forward. Dale Hershberger made a motion to approve the KACCT Leadership Institute Program. Kenton Krehbiel seconded; motion passed unanimously.

Approval of Director of  
Institutional Development

Dr. Vacik stated this was tabled at the January Board meeting. Audrey Hines made a motion to approve the Director of Institutional Development position. Kenton Krehbiel seconded; the motion passed with a vote of five affirmative votes to one negative votes. Affirmative votes were cast by Arlen Leiker, Kenton Krehbiel, Carolyn Armstrong, Audrey Hines and Linda Vaughn. The negative vote was cast by Dale Herschberger.

Gift Policy Approval

Dr. Vacik explained the Gift Policy is part of CCC's Policy Manual and was tabled at the January Board meeting. Dale Herschberger made a motion to approve the Gift Policy. Carolyn Armstrong seconded; motion passed unanimously.

Review/Approval of  
Leave Policy

Dr. Vacik stated this is part of the Policy Manual. It was tabled at the January Board meeting. Dr. Vacik told the group this updated policy will replace the current policy effective July 1, 2014. Linda Vaughn made a motion to table this item to provide Trustee Carolyn Armstrong with adequate time to review the Policy Manual. Audrey Hines seconded the

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motion. Discussion took place. Armstrong told members that the minimum hours off--portion of a day statement needs to be clarified to be "not less than one hour." Arlen requested a vote to table the approval of the Leave Policy. The motion did not pass with a vote of two affirmative votes to four negative votes. Affirmative votes were cast by Linda Vaughn and Audrey Hines. Negative votes were cast by Arlen Leiker, Kenton Krehbiel, Dale Herschberger and Carolyn Armstrong.

Carolyn Armstrong made a motion to approve the Leave Policy with the correction to clarify the minimum time off to one hour. Kenton Krehbiel seconded the motion. The motion passed with a vote of four affirmative votes to two negative votes. The affirmative votes were cast by Arlen Leiker, Kenton Krehbiel, Dale Herschberger and Carolyn Armstrong. Negative votes were cast by Linda Vaughn and Audrey Hines.

## Policy Manual

Dr. Vacik stated the approval of the Policy Manual and was tabled at the January Board meeting. He explained that although the two policies just passed are part of this manual, he is requesting the policy manual in entirety be passed, effective July 1, 2014. Linda Vaughn made a motion to table the Policy Manual until Carolyn Armstrong had time to review it in entirety. Audrey Hines seconded; motion passed unanimously.

## Resignations

Linda Vaughn made a motion to accept the resignations of Emily Strange, Nursing; Cheryl Traub, Nursing; and Colleen Maison, Vet Tech/Ag. Dale Herschberger seconded the motion; motion passed unanimously.

## April Board Meeting Date Change

Dr. Vacik stated April 21 is a school holiday. Kenton Krehbiel asked if Tuesday would be acceptable for the April meeting. Linda Vaughn asked for clarification of the rules in the CCC Policy Manual and the Kansas Open Records Policy regarding changing the Board meeting dates. Dr. Vacik stated CCC's policy is that the Board meetings will be held the third Monday of each month. It does allow if the Trustees choose to move it to another day as long as notice is given. Discussion took place to change the April 21 Board meeting. Kenton Krehbiel made a motion to move the regular Board meeting to April 22, 2014 at 5:00 p.m. Audrey Hines seconded; motion passed unanimously.

## Student Trustee Dinner

Arlen Leiker explained in the past this dinner with students and Trustees has been held either in March or April after a regularly-scheduled Board meeting. Leiker stated this will be held on Tuesday, April 22, at 7:00 p.m.

## Academic Progress

Greg Nichols explained this policy is to clarify successful academic progress. The intent of this policy is to guide students who do not meet satisfactory academic progress into a successful pattern. There has not been a formal procedure in place in the past. Discussion took place and Nichols answered specific questions. Kenton Krehbiel made a motion to approve the Academic Progress Policy. Linda Vaughn seconded; motion passed unanimously.

## Financial Report

Dr. Overstreet reported there is approximately \$6.4 million remaining in the budget as of February 28, 2014. The College has 45 percent remaining

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in the budget; projections show 33 percent which means the College is slightly ahead of projections. Encumbrances are \$120,600 as of the end of February. The unrestricted cash balance is \$4,015,332. The bank reconciliations are continuing. Internal control efforts are underway. Business Affairs is compiling budget forecast information for FY2014-15. The student refund process was completed prior to spring break. A complete billing cycle will be conducted in March after the student refund process is completed. [Financial Report is attached]

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| Discussion with NWKTC | Arlen Leiker addressed the Trustees regarding possible discussion with the Northwest Kansas Technical College (NWKTC) Executive Board. Leiker stated there are items that could provide productive discussions for both institutions. He asked the Trustees to determine individual availability dates so he can set up the meeting, hopefully before April 30.   |
| Board Self-Evaluation | The Board Self Evaluation is available in the President's Office.   |
| Executive Session     | Dr. Vacik requested a motion for an executive session to discuss negotiations for 15 minutes to include himself and the Board of Trustees. Kenton Krehbiel made the motion for executive session to include Dr. Vacik and Trustees for 15 minutes; Dale Herschberger seconded; motion carried unanimously at 7:33 p.m.  |
| Open Session          | The Trustees reconvened in open session at 7:48 p.m.  |
| Executive Session     | Chairman Arlen Leiker requested a motion for an executive session to discuss the President's evaluation for 30 minutes to include Dr. Vacik and the Board of Trustees. Dale Herschberger made the motion for executive session for 30 minutes to include Dr. Vacik and the Trustees; Carolyn Armstrong seconded; motion carried unanimously at 7:49 p.m.  |
| Open Session          | The Trustees reconvened in open session at 8:19 p.m.  |
| President's Report    | Dr. Vacik reported on his recent trip to Topeka. He attended congressional hearings. He told the group that Senate Bill 429 and 434 could impact the College. He believes CCC will receive funding that was originally taken away for 2015. He encouraged members to attend all town hall meetings that include Ward Cassidy, Don Heinemann or Ralph Ostmeyer to engage them in conversation and solicit their support for higher education. Dr. Vacik reminded the Trustees that Gary Sechrist from the Kansas Association of School Boards (KASB) will be on site for a meeting regarding Board planning and goals. Dr. Vacik will be absent from that meeting due to a personal conflict but will be available via phone. This meeting will be held from 9:30 a.m. until noon. |
| Trustees' Comments    | Kenton Krehbiel congratulated the track team for the wins at Nationals and to the wrestling team for their performance. Krehbiel thanked everyone for taking time out of their busy schedules to attend the Board meeting. Dale Herschberger thanked everyone for attending and said he appreciated their comments and thoughts. Linda Vaughn agreed with Krehbiel and Herschberger. Vaughn thanked everyone for attending and for their input  |

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the last few weeks. Carolyn Armstrong appreciates everyone's attendance and said being on the Board will be a learning curve for her. Arlen Leiker congratulated the wrestling and track teams. Leiker stated Carolyn Armstrong will be an asset to the Trustee team. Audrey Hines thanked everyone for attending and thought it was a great meeting and appreciated everyone's comments. Hines stated Cornerstone Ag will donate the railroad ties and dirt to repair the horse pens at the College farm.

## Adjournment

Audrey Hines made a motion to adjourn; Linda Vaughn seconded the motion; motion carried unanimously. The meeting was adjourned at 8:26 p.m.

Signed \_\_\_\_\_  
Chairman

Signed \_\_\_\_\_  
Secretary